



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 8000.4
Effective Date: June 9, 1999
Expiration Date: June 9, 2004**

Responsible Office: Facility Systems Engineering Division *[subject to change with LaRC reorganization]*, Systems Engineering Competency

SUBJECT: Maintenance, Repair, and Minor Alteration to Langley Research Center (LaRC) Facilities

1. REFERENCE

- a. NHB 4300.1, "NASA Personal Property Disposal Manual."
- b. NMI 7330.1E, "Delegation of Authority - Approval Authorities for Facility Projects."
- c. LAPD 1700.2, "Safety Assignments."
- d. LAPD 1700.3, "The Executive Safety Board and Its Committees."
- e. LAPD 4200.1, "Equipment Management Program."
- f. LAPD 7000.2, "Review Program for Langley Research Center (LaRC) Facility Projects."
- g. LAPD 8800.15, "Facilities Utilization Program."

2. SUMMARY

This directive sets forth this Center's policy and responsibilities for the maintenance, repair, and minor alteration to LaRC facilities for projects under \$500,000 or otherwise not covered by Construction of Facilities (CoF) funding or by programmed maintenance funding.

3. POLICY

This Center will comply with prescribing NASA regulations and Federal law.

4. RESPONSIBILITIES (Organization or Official/Function)

- a. Coordinators
 - (1) Initiate and coordinate facility work requests using Langley Form (LF) 69, "Work Request," or electronic work order system for maintenance, repair, and minor

June 9, 1999

LAPD 8000.4

alterations to LaRC facilities under their functional responsibilities. (See LAPD 1700.2 and the Center Telephone Directory.)

(2) Initiate LF 40, "Property Disposition/Storage Request," to dispose of real property (See LAPD 4200.1, "Equipment Management Program" and NHB 4300.1, "NASA Personal Property Disposal Manual").

(3) Advise line management and facility Safety Heads of activities which might require formal review, affect the safety of operations, or affects the facility configuration according to LAPD 7000.2 and LAPD 1700.3.

b. Facility Safety Heads

Approve LF 69, related to facility modification and/or correction of safety deficiencies.

c. Zone Management Section (ZMS), Facility Systems Engineering Division (FSED) *[subject to change with LaRC reorganization]*

(1) Manage LF 69 Work Request System: review, approve, or disapprove LF 69, for modification, maintenance and repair of LaRC facilities and utilities.

(2) Ensure validity of justification for facility work requests.

(3) Determine if requested work constitutes only a portion of a facility work request or (fragmentation).

(4) Ensure thoroughness of information required for review of facility work requests.

(5) Ascertain that facility work requests meet requirements such as a definitive work statement and conventional work methods.

(6) Ensure that request does not conflict with long-term use of the facility and proposed rehabilitation plans.

(7) Certify that the proposed facility alteration improves functional effectiveness and/or fulfills a safety or health requirement.

June 9, 1999

LAPD 8000.4

(8) Ensure that facility alteration is within fiscal limitations of the LaRC Program.

(9) Coordinate facility work request with the Office of Safety, Environment and Mission Assurance (OSEMA), the Facilities Program Development Office (FPDO) (See LAPD 7234.1), and FSED *[subject to change with LaRC reorganization]*, as required.

(10) Provide status to Facility Coordinators.

(11) Manage and maintain Computerized Maintenance Management System (CMMS) for critical electrical and mechanical equipment and systems, and Computerized Status/Tracking System (CSTS) for LF 69's.

(12) Negotiate, plan, and schedule annual maintenance shutdowns to major facilities.

(13) Manage maintenance budget assigned to zone maintenance section.

(14) Compile yearly costs accountability data for maintenance and repair and related tasks:

d. FSED *[subject to change with LaRC reorganization]*

(1) Provide services and oversight of maintenance, repair, and operation support to research facilities, equipment and utilities.

(2) Supervise activities of the ZMS.

(3) Ensure availability of funds and utilization within legal limitations, as required.

(4) Determine if requested facility repair or alteration constitutes a portion of work required within an on-going CoF project to prevent duplication of effort.

(5) Review and determine validity and cost effectiveness of requests related to energy conservation and compliance with environmental standards.

June 9, 1999

LAPD 8000.4

(6) Determine feasibility of an alteration, coordinate requests with Center and Headquarters officials, Center Master Plan and Center policy, and long-range facility plans, and prepare as required:

(a) Drawings and specifications

(b) Cost estimates

(c) Purchase requests

(7) Plan, manage, and control funds for maintenance of plant and facilities and maintenance augmentation.

(8) Provide engineering support for modification and major repair to facilities and equipment.

(9) Obtain the Standard Practices Engineer's (SPE) approval (See LAPD 1700.3, "The Executive Safety Board and Its Committees") for work involving high pressure piping (125 psi, or greater).

e. Office of Safety, Environment and Mission Assurance (OSEMA) and Facilities Systems Engineering Division (FSED) *[subject to change with LaRC reorganization]*

Monitor alterations, inspect construction, and accept work for the government, as appropriate.

f. Facilities Program Development Office (FPDO)

(1) Review, approve, or disapprove LF 69 for minor alterations to LaRC facilities.

(2) Assure compliance with space utilization requirements.

(3) Assure modifications or alterations fit within the purview of the LaRC Master Plan.

(4) Review and approve planned decor for modified facilities (See LAPD 7234.1, "Facilities Utilization Program").

June 9, 1999

LAPD 8000.4

- (5) Review, approve, or disapprove LF 69, for Handicap Accessibility.
- (6) Update Facility and Personnel Locator Databases using Geographical Information System (GIS) formats.

5. RECISION

LAPD 8000.4, dated January 21, 1983.

Jeremiah F. Creedon
Director